

APPROVED



**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

**CPOST Commission Meeting
August 8, 2002
CPOST Headquarters**

Commissioners Present

Commissioner Doug Peterson, Chair
Commissioner Mike Knowles
Commissioner Dennis Kent
Commissioner Bob Kirchner
Commissioner Allison Nicholson

Alternate Commissioner Kirby Schmitt
Alternate Commissioner Sharon Lamar
Alternate Commissioner Nancy Baldwin
Alternate Commissioner Ernest Roe

Commissioners Absent

Alternate Commissioner Sharon Jackson

Executive Staff Present

Solange F. Brooks, Executive Director

I. Introductions

The regular meeting of the Commission on Correctional Peace Officer Standards and Training (CPOST) was called to order by Chairman Doug Peterson at 9:07 a.m. at CPOST Headquarters, 3161 Dwight Road in Elk Grove, California.

II. Election of CPOST Officers

Election of CPOST officers was postponed until a later meeting date to allow the Commission time to look over CPOST committees, rules and regulations.

Motion: To postpone the election of CPOST officers until a later meeting date.

Made by: Commissioner Nicholson and duly seconded
Motion: Adopted

III. Approval of Meeting Minutes

Minutes of the August 8, 2002 CPOST meeting were approved as written.

Motion: To approve the minutes for the August 8, 2002 meeting.

Made by: Commissioner Nicholson and duly seconded
Motion: Adopted

IV. Executive Director's Report

Authorization To Sign Contracts

Ms. Brooks informed the Commission that on July 22, 2002 she was informed by CPOST counsel, Ms. Marybelle Archibald, Deputy Attorney General, that in accordance with the State Contracting Manual, state boards and commissions either have the authority for their executive officer to sign contracts or the authority is provided by resolution, order or motion. Ms. Brooks has ceased signing any contracts until the Commission provides her with proper authority.

Motion: That the Commission authorize the Executive Director to approve contracts on behalf of CPOST, according to the resolution that was presented before them.

Made by: Alternate Commissioner Baldwin and duly seconded

Vote: Lamar – No
Roe – Yes
Knowles – Yes
Kent – No
Allison – Yes
Peterson – No

Motion - Defeated

Parole Agent Job Analysis and Stress Reduction Project

Ms. Brooks informed the Commission that CPOST staff has been unsuccessful in setting meetings to obtain the visible support of CCPOA in the field for the Parole Agent Job Analysis and the Stress Reduction Project for correctional peace officers. These two projects represent great benefits to all correctional peace officers. The completion of the job analysis will provide CPOST with defensible criteria to set standards for selection and training of parole agents. The Stress Reduction Project has the potential to increase the health and well being of all correctional peace officers in handling stress associated with their duties.

Minutes Prepared By:
Kenya Dogan

Motion: That the Parole Agent Job Analysis and Stress Reduction Project continue for the good of the correctional peace officers.

Made by: Alternate Commissioner Lamar and duly seconded

Motion: Adopted

Correctional Peace Officer Professional Development Certificate Program

The Commission had wished to implement a certificate program for the professional development of correctional peace officers. The Education Committee was charged with this task some years ago. CPOST staff had conducted preliminary research into other similar certificate programs and had developed a proposal for the Commission's consideration.

Motion: That the Commission refer the issue of developing basic, intermediate, and advanced certificates for correctional officers to the Education Committee and for the committee to bring that information back to the Commission by the next CPOST meeting.

Made by: Commissioner Nicholson and duly seconded

Motion: Adopted

**V. Overview of Board of Corrections
Presented by Jim Sida**

Jim Sida is the Deputy Director for the Board of Corrections. Mr. Sida is responsible for the Standards and Training for Corrections (STC) Division. Mr. Sida gave the Commission an overview of STC and how they operate.

VI. Continuation of Executive Director's Report

California Public Safety Leadership and Ethics Course

At the June 2001 CPOST meeting, the Commission approved a resolution in support of the pilot California Public Safety Leadership and Ethics course, sponsored by the California Chancellor's Office. As a result, Commissioner Dennis Kent, Commissioner Allison Nicholson, Captain Alvarado and Lieutenant Tyler from California Rehabilitation Center, and Executive Director Solange Brooks are now certified instructors for the course. The results of the pilot for training instructors are very favorable and worth disseminating to correctional peace officer supervisors.

Motion: That CPOST staff move forward in the exploration of what it's going to cost the department, the feasibility of backup, if they are going to provide their own backup and come forward to the Commission at the next available meeting with those recommendations, including other agencies.

Minutes Prepared By:
Kenya Dogan

Made by: Chairman Doug Peterson and duly seconded
Motion: Adopted

VII. Curriculum Review Committee Reports
Presented by Lt. Pietro DeSantis, Curriculum Review Committee Chair

Lt. DeSantis, Curriculum Review Committee Chair, reported the business conducted by the CPOST Curriculum Review Committee during the period of April 15, 2002 through August 7, 2002. During that time, the Committee reviewed 44 lesson plans from both departments. Attached is Lt. DeSantis report on the recommendations of the reviewed lesson plans.

Lt. DeSantis informed the Commission that CCPOA requested that Commissioner Dennis Kent be used as a Content Reviewer for all CDC Supervisory lesson plans, however, CPOST Instructional Designer Laurel Alvarez denied the request. The request was denied because of security issues associated with the test.

Lt. DeSantis informed the Commission that the Committee has set meeting dates through the end of August 2002. The dates are:

- August 26, 2002 (Special Agenda Items)
- August 27, 2002 (Regular Curriculum Meeting)

Motion: That the Curriculum Review Committee Report as submitted by Committee Chairman DeSantis be accepted in its entirety. Also, that Commissioner Kent receives a copy of the lesson plans for CDC supervisors minus the tests.

Made by: Commissioner Kent and duly seconded
Motion: Adopted

VIII. Appeals and Grievances Committee Report
Presented by Commissioner Bob Kirchner, Appeals and Grievances Committee Chair

Commissioner Kirchner, Appeals and Grievances Committee Chair, could not attend the Appeals and Grievances meeting that was held on August 7, 2002 at CPOST Headquarters. Commissioner Nicholson was appointed as Acting Chair and she reported to the Commission the credit request and appeals they reviewed. Attached are the Appeals and Grievances report and their recommendations.

Motion: To approve the Appeals and Grievances Committee recommendations as submitted.

Made by: Commissioner Kent and duly seconded
Motion: Adopted

Minutes Prepared By:
Kenya Dogan

IX. Education Committee Report

Presented by Janan M. Hayes, Ph.D., Education Committee Chair

Dr. Hayes, Education Committee Chair, commended CPOST's website and how well it was put together. Dr. Hayes will be attending the California Association of Administration of Justice Educators (CAAJE) in October. She will advise CAAJE of CPOST's website and the information that is available therein. Dr. Hayes will provide an update on the leadership and ethics curriculum at the next CPOST meeting.

X. CPOST Committee Structure and Revision of CPOST Operating Procedures

Chairman Doug Peterson will set a special meeting date with all of the Commissioners to discuss CPOST committee structure and the revisions of CPOST operating procedures.

XI. Modified Academy for Casework Specialist

Alternate Commissioner Baldwin presented a proposal to the Commission to allow the Casework Specialists to take their courses out of order, in the interest of getting them on the job as quickly as possible. The Casework Specialists will attend the Youth Correctional Officer Academy that is currently underway and they will also take the PC 832 courses. The Casework Specialist will come back and take the remaining courses during the next basic academy that is scheduled for this fall.

Motion: That the modification of the basic academy plan for Casework Specialists, as outlined in Director Jerry Harper's June 22, 2002 letter be approved.

Made by: Commissioner Nicholson and duly seconded

Vote: Lamar – No

Knowles – Yes

Roe – Yes

Nicholson – Yes

Kent – No

Peterson – No

Motion: Defeated

XII. Presentation by CPOST Staff

Minutes Prepared By:
Kenya Dogan

Ms. Brooks awarded Commissioner Allison Nicholson a plaque of appreciation for serving on CPOST Commission Board since 2000. Ms. Brooks wished Ms. Nicholson the best in her retirement and let her know that she will be missed.

XIII. Adjournment

The meeting was adjourned at 1:58 p.m.